The Indiana Gateway for Government Units (Gateway) is one portal, or access point, that local governmental units use to submit information to the State. The Gateway increases the efficiency in the collection and decimation of local government financial information. It also provides taxpayer-friendly reports and interactive research tools online, dramatically increasing transparency and accessibility of local government financial information for the citizens and taxpayers of Indiana.

The Gateway was developed as a collaborative project among the Department of Local Government Finance (DLFG), the State Board of Accounts (SBOA), and the Indiana Business Research Center (IBRC) at Indiana University's Kelley School of Business as part of the Information for Indiana (IFI) initiative. IBRC also hosts and maintains the site. Funding is provided by IBRC and the State of Indiana.

Gateway Applications

SBoA

Annual Report – Due March 1 100R – Due January 31

DLGF

Budget

Debt Management

Property Files Upload

The official in office during the respective filing period is responsible for filing the report.

Important Web Sites

SBoA Main Page: http://www.in.gov/sboa/3700.htm

SBoA Annual Report Page: http://www.in.gov/sboa/3700.htm

SBoA 100R Page: http://www.in.gov/sboa/3923.htm
DLGF Main Page: http://www.in.gov/dlgf/index.htm
DLGF Gateway Page: http://www.in.gov/dlgf/8918.htm

Gateway Logon Page: https://gateway.ifionline.org/login.aspx Gateway Public Access Page: https://gateway.ifionline.org/

Getting Help

User Guides Videos E-mail

For SBoA applications, annualreport@sboa.in.gov
For DLGF applications, gateway@dlgf.in.gov

One common logon to access all applications

User ID is your e-mail address.

When you get your County e-mail address, please send an e-mail to annualreport@sboa.in.gov to request an ID to be setup in Gateway. Also indicate who is the outgoing Auditor so we can inactive them.

Permissions

Each user may have access to one or all of the Gateway applications. The user can also have different permission levels for each application.

- Submit User can add/change/delete information. User can also submit the report. Only one submitter for each unit and it should be the responsible official, i.e. the County Auditor
- Edit User can add/change/delete information. However, user can NOT submit the report.
- Read User can view the information, but cannot add/change/delete.

If you make staff changes, you may need to request some Gateway users to be inactivated and new users added. When you send your request for a Gateway User ID you can also request a list of Gateway users for your County for your review.

Gateway 100R

IC 5-11-13-1

Local Governmental Units are required to submit to the Board of Accounts a Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

Due January 31

Report the following for all people employed by the unit for the previous year:

Employee Name

Office or Department

Business Address

Job Title, Position, or Duties

Compensation – Total amount paid to the employee during the previous year.

Also answer questions regarding benefits and nepotism.

Gateway Annual Financial Report

IC 5-11-1-4

Local Governmental Units are required to submit to the Board of Accounts financial reports for the past year.

Due 60 days after year end, March 1

Report the following:

Cash and Investment Balances for each Fund

Receipts and Disbursements for each Fund

Debt

Leases

Capital Assets

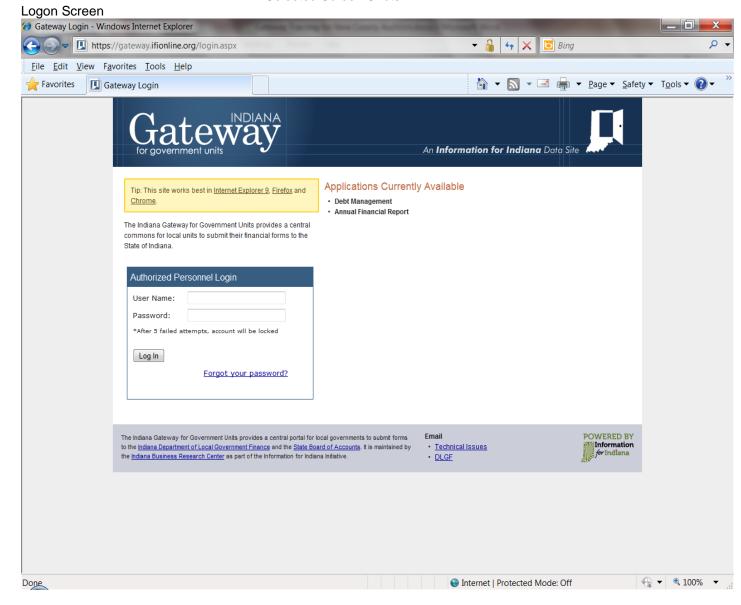
Accounts Receivable and Payable

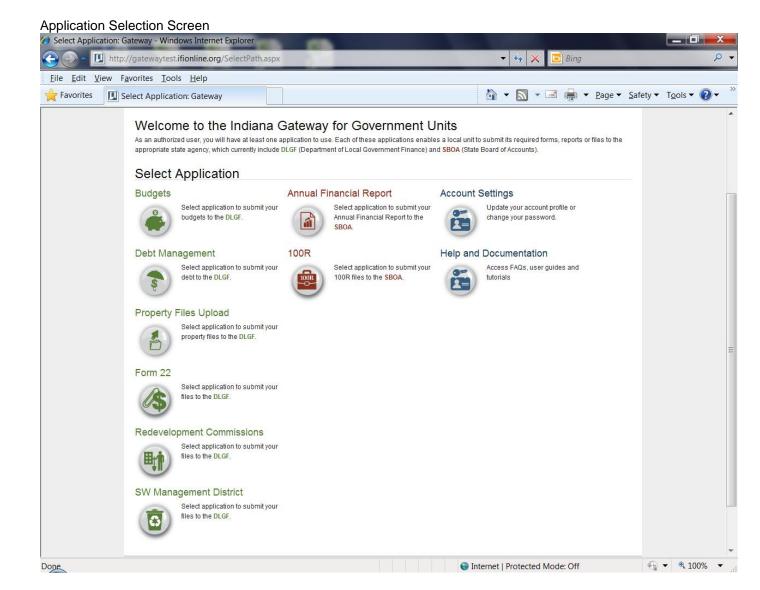
Grants

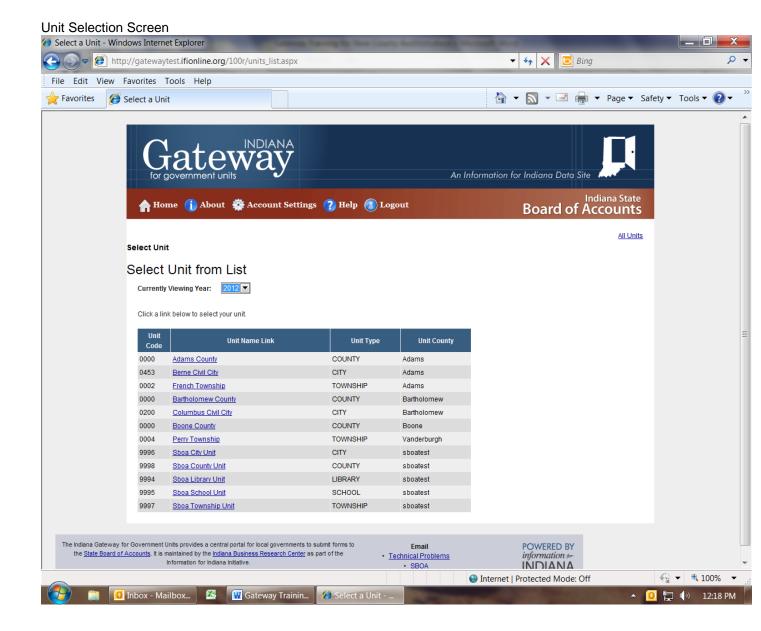
Financial Assistance to Non-Governmental Entities

Schedule of Officials

Selected Screen Shots





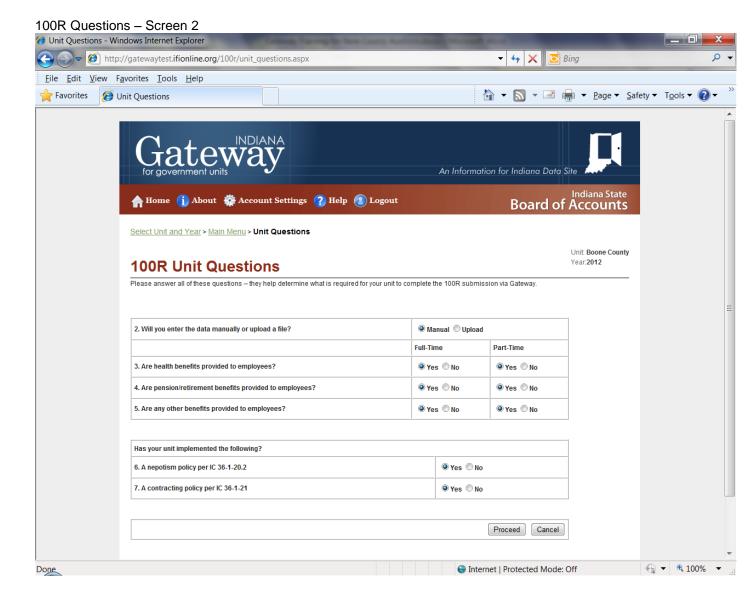


100R Questions - Screen 1 Unit Questions - Windows Internet Explorer http://gatewaytest.ifionline.org/100r/unit_questions.aspx ▼ 😽 🗶 🔼 Bing File Edit View Favorites Tools Help 🏠 ▼ 🔝 ▼ 🖃 幈 ▼ Page ▼ Safety ▼ Tools ▼ 🕡 ▼ **Favorites Unit Questions Board of Accounts 🏫 Home 🕦 About 🐞 Account Settings <page-header> Help 📵 Logout Select Unit and Year > Main Menu > Unit Questions Unit Boone County Year:2012 **100R Unit Questions** Please answer all of these questions – they help determine what is required for your unit to complete the 100R submission via Gateway. 1. Please enter the number of employees (full and part time) that you paid compensation to anytime during the past year. Use IRS guidelines to determine employment status and compensation. If you did not have any paid employees, enter 0. Proceed Cancel The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to POWERED BY the <u>State Board of Accounts</u>, it is maintained by the <u>Indiana Business Research Center</u> as part of the Information for Indiana Initiative. Technical Problems • SBOA INDIANA

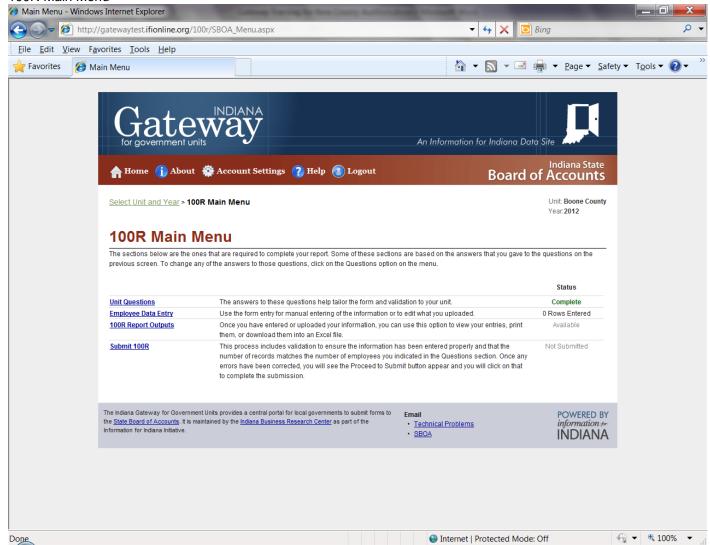
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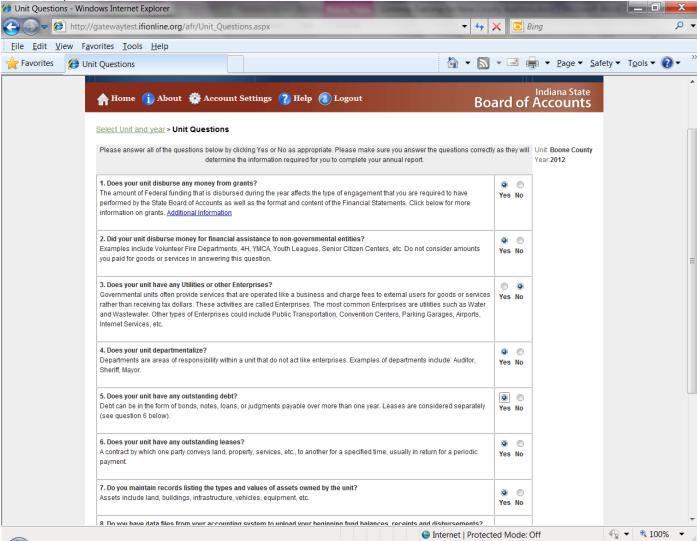
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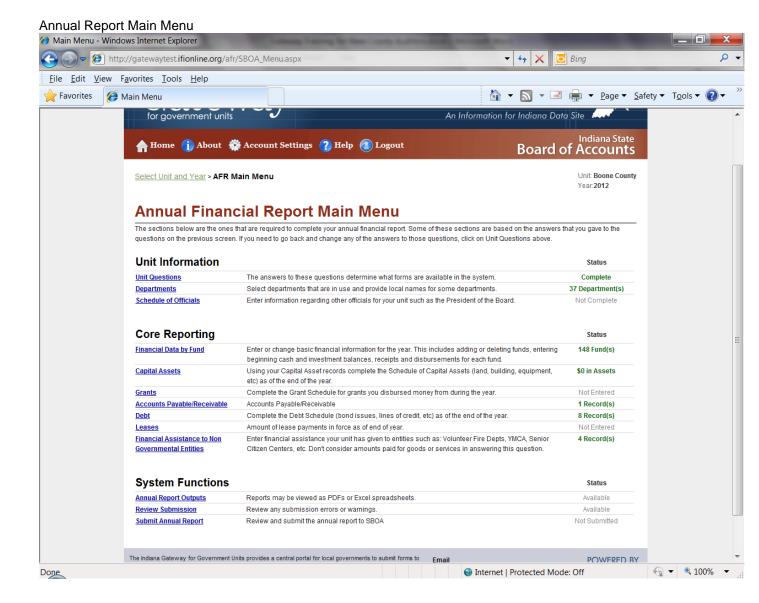
100R Main Menu



Annual Report Questions



Annual Report Questions - continued Unit Questions - Windows Internet Explorer http://gatewaytest.ifionline.org/afr/Unit_Questions.aspx ▼ 😽 🗙 📴 Bing Q <u>F</u>ile <u>E</u>dit <u>V</u>iew F<u>a</u>vorites <u>T</u>ools <u>H</u>elp Favorites Onit Questions 3. Does your unit have any Utilities or other Enterprises? Governmental units often provide services that are operated like a business and charge fees to external users for goods or services Yes No rather than receiving tax dollars. These activities are called Enterprises. The most common Enterprises are utilities such as Water and Wastewater, Other types of Enterprises could include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc. 4. Does your unit departmentalize? Departments are areas of responsibility within a unit that do not act like enterprises. Examples of departments include: Auditor, 5. Does your unit have any outstanding debt? (a)(b) Debt can be in the form of bonds, notes, loans, or judgments payable over more than one year. Leases are considered separately Yes No (see question 6 below). 6. Does your unit have any outstanding leases? A contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic Yes No 7. Do you maintain records listing the types and values of assets owned by the unit? (a)(b) Assets include land, buildings, infrastructure, vehicles, equipment, etc. Yes No 8. Do you have data files from your accounting system to upload your beginning fund balances, receipts and disbursements? You must get these files from your vendor's accounting system. If you have questions on how to get these files, please contact your Yes No 9. Will your county report using the new county chart of accounts? Official implementation of the new County chart of accounts has been delayed until January 1, 2013. However, because several counties have already implemented the new chart of accounts, the 2012 Annual Financial Report has been modified to accept the old standard fund numbers for Counties as well as the new County fund numbers. The new County fund numbers are the same as the Fund number in the new chart of accounts but prefixed with 10 to indicate that they are standard funds rather than custom funds Proceed Cancel The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to POWERED BY the <u>State Board of Accounts</u>. It is maintained by the <u>Indiana Business Research Center</u> as part of the Information for Indiana Initiative. · Technical Problems INDIANA · SBOA Internet | Protected Mode: Off



The Annual Report and the New County Chart of Accounts

The Annual Report will now accept either the Old Funds or the Funds from the new Chart of Accounts

If you are uploading

- The validation for the correct Funds will be based on your answer to the Fund Question, Old or New.
- Regardless of which set of Funds you are using, Old or New, the Upload data will overwrite the Funds and Balances that rolled forward from last year.

If you are NOT uploading and using the OLD Funds:

- The Funds and Balances will roll forward from last year.
- You would then continue with manual data entry of the receipts and disbursements.

If you are NOT uploading and using the NEW Funds:

- The Funds and Balances will roll forward from last year, but they are the OLD Funds.
- As a result, you would need to delete the Old Funds and add the New Funds.

We are attempting to provide a partial solution if you want to use the New Funds but not Upload. Once you answer the questions and hit "Proceed" the system will:

- Delete all the Old Funds
- Add all the New Funds
- However, there will be NO Beginning Balances

This process can NOT be undone.

The official deadline for implementation of new Chart of accounts is January 1, 2013. Therefore, your 2013 books should be on the new Chart of Accounts. As a result, the 2013 Annual Report due in 2014 will only accept the NEW Funds. If you use the Old Funds for the 2012 Annual Report, and don't upload for 2013 you will have the same problem.